

Job Opportunity Bulletin

Post Date: **05/5/2017**

AUDITOR I

Salary: \$3,247.00-\$4,271.00

Permanent, Full-Time

Will also consider *General Auditor II and General Auditor*

FINAL FILING DATE: *Until Filled*

JOIN THE DDS TEAM!

For information about the
DEPARTMENT OF
DEVELOPMENTAL SERVICES
Please visit our website at
www.dds.ca.gov

Please refer to:

Position #: **473-182-4175-XXX**

Mail your application to:

Dept. of Developmental
Services
1600 Ninth Street, MS-Q
Sacramento, CA 95814
Attention: Rob Whitlock

All applications will be
screened and only the most
qualified will be interviewed.

CONTACT INFORMATION

Name: Rob Whitlock

Number: (916) 322-7660

Email: Robert.whitlock.ca.gov

The Department of Developmental Services (DDS) Audit Branch is a hard-working, confident and innovative team of professionals who build their reputation on unity, integrity and ethics. DDS is seeking individuals who will display a high level of professionalism and innovation while seeking to develop within the Branch.

The Auditor I is responsible for performing the field audits in planning following the procedural guidelines by Department of Developmental Services and in compliance with State and Federal requirements. The Auditor makes recommendations for the resolution of issues related to vendor and regional centers. Participates in entrance and exit conferences and provides input to DDS management, regional centers' officials regarding issues and concerns identified during audits performed.

This position requires travel, including overnight assignments.

Desirable Knowledge and Abilities:

- To apply general accounting and auditing principles and procedures.
- Auditing practices and procedures in auditing governmental jurisdictions, governmental accounting and budgeting.
- Interpret and understand statutes and regulations (Title 17, W&I code, etc.)
- Knowledge in professional accounting; auditing and/or business law

ADDITIONAL INFORMATION: If you are ready to be a part of our DDS team, please submit an original, signed State application (STD.678) by the final file date. Please include the **basis of your eligibility** (i.e.; list eligibility or transfer must meet the minimum qualifications (MQs) of this classification and **position #473-182-4175-XXX**.

If you are using list eligibility from an on-line exam to qualify for this position, you **must** include any documentation (i.e. copy of transcript, degree, license, etc.) necessary with your application to verify meeting the minimum qualifications (MQs). The MQs will be verified prior to interview and appointment. If it is determined that an applicant does not meet the MQs of the classification, the applicant will not be considered and may be withheld from CalHR's eligible list.



"Building Partnerships, Supporting Choices"

DEPARTMENT OF DEVELOPMENTAL SERVICES

1600 9th Street, MS-Q
Sacramento, CA 95814

DUTY STATEMENT

DS 3022 (03/2015)

**DEPARTMENT OF DEVELOPMENTAL SERVICES
ADMINISTRATIVE DIVISION
AUDIT BRANCH
REGIONAL CENTER AUDIT SECTION
DUTY STATEMENT**

JOB TITLE: AUDITOR I**POSITION #: 473-182-4175-XXX**

POSITION DESCRIPTION: This is an entry-level auditor position. Under the supervision of a Supervising Governmental Auditor I, the Auditor I performs the least difficult auditing tasks of accounts and records of the regional centers and vendors receiving State and Federal funds for the developmentally disabled. Audits are conducted to determine fiscal and program compliance with State and Federal requirements. The Auditor I will be trained by Supervising Governmental Auditor I or General Auditor III within the Audit Branch.

SUPERVISION EXERCISED: None.

SUPERVISION RECEIVED: Under the supervision of the Supervising Governmental Auditor I in the Regional Center Audit Section of the Audit Branch Administrative Division.

Essential Job Functions:

- 30% Assists with on-site audits involving the least difficult compliance and fiscal management of programs for the developmentally disabled under the supervision of a supervisor. Follows the DDS audit plan for particular sections to be audited. Prepares write-up of audit work papers, to include the preparation of point sheets, lead sheets, and schedules to support and document work completed. Clearly analyze, explain, and document issues of concern and non-compliance. Makes recommendations for regional center/vendor to implement based on the various regulations that will sufficiently correct the issues identified.
- 20% Reviews prior audit records and independent certified public accountant audit reports for historical data. Gathers and tabulates preliminary data to prepare audit samples for fieldwork testing by utilizing Microsoft Office and the Department's fiscal system.
- 15% Participates in resolution of issues relative to regional centers and vendors. Consults with staff within the Department, regional centers, vendors, and other agencies to gather information related to resolving audit related issues.
- 15% Research and analyze regulations (Title 17 Regulations, W&I Code, etc.), government codes, contracts and other pertinent documents to support audit issues identified during the course of the audit.
- 15% Prepares work papers created in Microsoft Office and ensures it is properly indexed and referenced and that audit documentation is in sufficient detail to support the audit findings.

Marginal Functions

- 5% Participates in the entrance and exit conferences with the DDS program managers, regional center officials, board members, vendor officials, and lawyers. Discuss areas of concern identified during the audit and makes recommendations.

WORKING CONDITIONS:

Incumbent maybe required to sit for long periods of time using a keyboard and mouse 75% -85% of the time while reviewing documents and developing lead sheets. Incumbent will be required to travel 50% of the time throughout the State of California, including overnight stays from Monday through Friday. Transportation will be by plane and/or car. Carpooling and other methods of reducing costs are required for most transportation needs. Required to push, pull, or lift up to 30 pounds to transport luggage, audit work papers and equipment, such as a laptop and audit case to and from audit work sites. Complete 80 hours of continuing professional education training classes given by California Association of State Auditors every two years. Possession of a valid driver's license may be required.

KNOWLEDGE, SKILLS AND ABILITIES:**Knowledge of:**

- Proficiency in Microsoft Office to organize and analyze data.

Ability to:

- Learn the Department's fiscal system;
- Interact and maintain cooperative relationships throughout DDS, regional center and vendor staff; work independently;
- Speak and write effectively; analyze situations correctly and develop an effective course of action; maintain strict confidentiality;
- Interpret and understand statutes and regulations (Title 17, W&I Code, etc.);
- Utilize strong time management skills; prioritize and handle multiple assignments at the same time.